

**MTCMA Certification – Course Credit Information**

<b>2024</b>	<b># of credits allowed per session per category – if more than one category is allowed for a single session, applicant may use all available points in all categories</b>								
Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
MMA Annual Convention	10/3/24	Maine Paid Family Medical Leave (PFML)	1.25		1.25			1.25	
MMA Annual Convention	10/3/24	Welcome & Featured Speaker: The Urgency of Building Resilient Communities	1.25				1.25	1.25	
MMA Annual Convention	10/3/24	Right to Know Law Training	1.25				1.25	1.25	
MMA Annual Convention	10/3/24	Land Use Planning & Housing, Tools, Tips, and Changes: Building with Community Consensus	1.25	1.25			1.25		
MMA Annual Convention	10/3/24	We’ve Always Done it That Way is Over: What’s Next	1.25		1.25				
MMA Annual Convention	10/3/24	Featured Speaker Luncheon: Building Resilient Communities Through NLC Advocacy	1.25					1.25	
MMA Annual Convention	10/3/24	Getting the Most Out of Your Mental Health Resources			1.25				
MMA Annual Convention	10/3/24	Enhancing Municipal Building Through Energy Efficiency Upgrades		1.25					

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MMA Annual Convention	10/3/24	Women Leading Government: Leading in Male-Dominated Fields (MTCCA)	1.25				1.25		
MMA Annual Convention	10/3/24	Simplifying Your Workers Comp Audit: A Step by Step Guide			1.25				
MMA Annual Convention	10/3/24	Title II Website Accessibility Requirements: What Every Municipality Needs to Know						1.25	
MMA Annual Convention	10/2/24	Effective Local Leadership: Policy Development & Implementation	1.25	1.25					
MMA Annual Convention	10/2/24	General Assistance Overview (MWDA)		1.25					
MMA Annual Convention	10/2/24	MMA Annual Business Meeting	1.25						
MMA Annual Convention	10/2/24	Lessons Learned from Local Government Exploration of AI	1.25	1.25					
MMA Annual Convention	10/2/24	Lessons on Infrastructure Resilience from MaineDOT	1.25		1.25				
MMA Annual Convention	10/2/24	Securing Support: Resources and Funding for Affordable Housing Development (MCDA)		1.25				1.25	
MMA Annual Convention	10/2/24	Gun Law Changes and Best Practices	1.25		1.25			1.25	
MMA Annual Convention	10/2/24	How Livable Communities and Age Friendly Programs help your community		1.25				1.25	
MMA Annual Convention	10/2/24	Maine State Cemetery Preservation Commission Overview (MSCPC)	1.25		1.25			1.25	
MMA Verbal Judo	9/26/24	Verbal Judo	8		8			8	

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78 <sup>th</sup> MTCMA New England Management Institute	8/14/24	Keynote – “The Secret Sauce: Thriving in Times of Change”	1.0						
78 <sup>th</sup> MTCMA New England Management Institute	8/14/24	Dealing w/ Difficult Elected Officials & Clarifying the Role of the Managers vs. Elected Officials	1.25				1.25		
78 <sup>th</sup> MTCMA New England Management Institute	8/14/24	Heavy is the Head that Wears the Crown: Manager Mental Health	1.0						
78 <sup>th</sup> MTCMA New England Management Institute	8/14/24	Assisting Residents with Mental Health Needs	1.0						
78 <sup>th</sup> MTCMA New England Management Institute	8/14/24	Q&A with MTCMA’s Ambassadors	1.0						
78 <sup>th</sup> MTCMA New England Management Institute	8/15/24	County Government as a Partner	1.25	1.25					

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78 <sup>th</sup> MTCMA New England Management Institute	8/15/24	A Conversation about the Managers Role in Community Leadership	1.25	1.25					
78 <sup>th</sup> MTCMA New England Management Institute	8/15/24	How to Successfully (and Lawfully) Navigate A First Amendment Audit						1.0	
78 <sup>th</sup> MTCMA New England Management Institute	8/15/24	Successful Onboarding for New Employees			1.0				
78 <sup>th</sup> MTCMA New England Management Institute	8/15/24	Deep Dive: Employee Discipline and Performance Improvement Plans (PIPs)			1.0			1.0	
78 <sup>th</sup> MTCMA New England Management Institute	8/15/24	Financial Investment Opportunities for Municipalities		1.0				1.0	
78 <sup>th</sup> MTCMA New England Management Institute	8/16/24	MMA Legislative Update & Advocacy 101					1.0	1.0	

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78 <sup>th</sup> MTCMA New England Management Institute	8/16/24	Bureau of Parks and Land Grant Opportunities		1.0					
78 <sup>th</sup> MTCMA New England Management Institute	8/16/24	Developing an Ethics oriented Culture Within your Organization					1.0		
78 <sup>th</sup> MTCMA New England Management Institute	8/16/24	Changing Demands on Managers – Reflections from seasoned Public Administrators	1.0						
MMA HR Conference	6/12/24	Keynote: The Business of Shared Leadership	1		1				
MMA HR Conference	6/12/24	Help Wanted: Turning Your Workplace into a Talent Magnet (Concurrent)	1		1				

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MMA HR Conference	6/12/24	The What, Where, When, and How of Documentation in Municipal Government (Concurrent)			1				
MMA HR Conference	6/12/24	Mental Health – Getting the Most out of Resources for your Employees (concurrent)			1				
MMA HR Conference	6/12/24	Paid Family and Medical Leave Updates (Concurrent)			1			1	
MMA HR Conference	6/12/24	Coaching for Success: Bringing Out the Best in Your Supervisors (Concurrent)	1						
MMA HR Conference	6/12/24	The Do’s and Don’ts of Due Process (Concurrent)			1			1	

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MMA HR Conference	6/12/24	Reasonable Accommodations for People with Disabilities (Concurrent)							
MMA HR Conference	6/12/24	Office Ergonomics (Concurrent)			1				
New Managers workshop	6/6/24	Ethics and Conflicts of Interest Overview				1			
New Managers workshop	6/6/24	Human Resources and Personnel Management			1				
New Managers workshop	6/6/24	Understanding Your Role as Manager	.75				.75	.75	

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Build Maine Conference	6/6/24	Breaking from the Suburban Era to unlock Housing	0.75						
Build Maine Conference	6/6/24	Matt Wagner	1						
Build Maine Conference	6/6/24	Small scale development	1						
Build Maine Conference	6/6/24	Katherine Burgess	0.75				0.75		
Build Maine Conference	6/6/24	Passenger rail	0.75						

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Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal	Calculate points below
Build Maine Conference	6/6/24	State Policy & Funding updates						0.5	
Build Maine Conference	6/6/24	Policy Action highlights						0.5	
Build Maine Conference	6/6/24	Tom Low	1						
Build Maine Conference	6/6/24	Jake Bittle	1						
Build Maine Conference	6/5/24	Activating upper stories	1	1					

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MAAO BAR workshop	5/8/24	Board of Assessment review	2	2				2	
MMA Verbal Judo	5/6 & 5/7/24	MMA Verbal Judo	9		9			9	
MTCMA's 44 <sup>th</sup> Annual Statewide Manager Interchange	3/29/24	Bringing Home the Bacon: Best Practices for Obtaining Congressionally Directed Spending (CDS)		1					
MTCMA's 44 <sup>th</sup> Annual Statewide Manager Interchange	3/29/24	MMA Legislative Update	1				1		
MTCMA's 44 <sup>th</sup> Annual Statewide Manager Interchange	3/29/24	No More Profits! The Tax Acquired Property Process & Impact of Recent Court Rulings		1				1	

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MTCMA’s 44 <sup>th</sup> Annual Statewide Manager Interchange	3/29/24	Keynote Session: We’ve Always Done It That Way Is Over: What’s Next?	1		1				
MMA Basic Municipal Budgeting	3/20/24	MMA Basic Municipal Budgeting		5.75					
Understanding FOAA	3/7/24	Understanding FOAA					2		

<b>2023</b>									
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Understanding FOAA	12/18/23	Understanding FOAA					2		
MTCMA/NHMMA Joint Leadership Exchange	12/1/23	Workforce trends	1.25		1.25				
MTCMA/NHMMA Joint Leadership Exchange	12/1/23	Success Stories: How communities are attracting and retaining staff			1.25				
MTCMA/NHMMA Joint Leadership Exchange	12/1/23	Current Human Resource Issues at a glance			1.25			1.25	
MTCMA/NHMMA Joint Leadership Exchange	12/1/23	Artificial Intelligence: The Impact on municipal Government & the Workforce	1.25						

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MMA Verbal Judo	9/14/23	MMA Verbal Judo	9		9			9	
Understanding FOAA	8/2/23	Understanding FOAA					2		
MMA HR & Management Conference	6/22/23	Embracing a culture of diversity, equity & inclusion	1		1				
MMA HR & Management Conference	6/22/23	Consideration and strategies for employing people with visual impairments	1		1				
MMA HR & Management Conference	6/22/23	Common wage & hour violations & how to avoid them: Key compliance tips for public sector employers		1	1				
MMA HR & Management Conference	6/22/23	Developing or revamping your safety program		1	1				
MMA HR & Management Conference	6/22/23	How to conduct a workplace investigation			1			1	
MMA HR & Management Conference	6/22/23	De-escalation: conflict resolution in the workplace	1		1				
MMA HR & Management Conference	6/22/23	You're hiring a new employee – Now what?	1		1				
MMA HR & Management Conference	6/22/23	Making Municipal jobs accessible and appealing to a new generation of workers	1		1	1			
MMA HR & Management Conference	6/22/23	Mental Health – An introduction	1		1				
Build Maine 2023 Conference	6/8 & 6/9/23	Speaker – Nathan Allebach	.75						

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Build Maine 2023 Conference	6/8 & 6/9/23	Making your own pop-up public spaces							
Build Maine 2023 Conference	6/8 & 6/9/23	Unlocking the building blocks of Maine		.75					
Build Maine 2023 Conference	6/8 & 6/9/23	Tactical Urbanism in Action	.75						
Build Maine 2023 Conference	6/8 & 6/9/23	Getting housing built in your town	1.75						
Build Maine 2023 Conference	6/8 & 6/9/23	Land banking 207-setting up your bank							
Build Maine 2023 Conference	6/8 & 6/9/23	Speaker Nathan Phillips session							
Build Maine 2023 Conference	6/8 & 6/9/23	Latest & Greatest from policy action 2023					1		
Build Maine 2023 Conference	6/8 & 6/9/23	Land Banking 2.0 project based TIFS		1					
Build Maine 2023 Conference	6/8 & 6/9/23	Speaker Karen Porolek – Principal & CEO opticos							
Build Maine 2023 Conference	6/8 & 6/9/23	Municipal Housing strategies from the field	1.75						
Build Maine 2023 Conference	6/8 & 6/9/23	Transforming Commercial streets	1.75						
Build Maine 2023 Conference	6/8 & 6/9/23	Speaker James Brainard session	.75						
Build Maine 2023 Conference	6/8 & 6/9/23	Tour – spinning mill redevelopment							
Build Maine 2023 Conference	6/8 & 6/9/23	Tour – Bike tour of downtown and river trail							
Build Maine 2023 Conference	6/8 & 6/9/23	Tour – Maine grains gristmill tour . . .							

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Build Maine 2023 Conference	6/8 & 6/9/23	Tour – Tactical Urbanism in Action							
MMA Verbal Judo Two-Day Workshop	5/11/23 & 5/12/23	Verbal Judo	9		9			9	
MMA Basic Municipal Budgeting	4/28/23	MMA Basic Municipal Budgeting		5.75					
MWDA Spring training Seminar	4/25/23	Round table discussions – DHHS – Fraud – State reimbursements and forms - Immigrations	1.50						
MWDA Spring training Seminar	4/25/23	Community Programs	1						
MWDA Spring training Seminar	4/25/23	GA Trivia	.75						
MWDA Spring training Seminar	4/25/23	Evictions						1	
MWDA Spring training Seminar	4/25/23	Advanced Fact Pattern		1.50				1.50	
MWDA Spring training Seminar	4/24/23	Not Just Surviving – but Thriving		1.50				1.50	
MWDA Spring training Seminar	4/24/23	Basic fact Pattern		1.50				1.50	
MWDA Spring training Seminar	4/24/23	How Community action agencies provide a safety net in Maine							
MWDA Spring training Seminar	4/24/23	DHHS Updates and Portal training						.75	
MWDA Spring training Seminar	4/24/23	Legislative Updates						.75	
MTCMA 43 <sup>rd</sup> Annual Statewide Manager Interchange	3/24/23	Navigating the Federal Grant Registration System and Locating Federal Grants for your Community		1					

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MTCMA 43 <sup>rd</sup> Annual Statewide Manager Interchange	3/24/23	The Federal Infrastructure Bill and Funding Opportunities for Maine Communities		1.25					
MTCMA 43 <sup>rd</sup> Annual Statewide Manager Interchange	3/24/23	Legislative Update					1		
MTCMA 43 <sup>rd</sup> Annual Statewide Manager Interchange	3/24/23	State Grant Funding and Programs		1.25					
MTCMA 43 <sup>rd</sup> Annual Statewide Manager Interchange	3/24/23	Updates from the Maine Connectivity Authority		1					
Understanding FOAA	3/7/23	Understanding FOAA					2		

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				Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal		
	MMANH/MTCMA Joint Leadership Exchange	12/2/22	Climate Change	4			4				
	MMA	11/30/22	Legal Update on Recreational Marijuana						2.5		
	MMA Convention	10/6/22	From “Help Wanted” to Help Delivered	1.25	1.25	1.25					
	MMA Convention	10/6/22	Partnering to Protect Local Election Officials	1.25				1.25			
	MMA Convention	10/6/22	Public Safety Mental Health and Wellness: Why Culturally Competent Providers Matter	1.25		1.25	1.25				
	MMA Convention	10/6/22	“Welcome Home?” How Municipalities can Address Challenges Facing Immigrants	1.25	1.25		1.25		1.25		
	MMA Convention	10/6/22	From Public to Private: All things PFAS	1.25		1.25					
	MMA Convention	10/6/22	What’s Your Plan for Bringing Home Broadband?	1.25	1.25				1.25		
	MMA Convention	10/6/22	What Happens When It Happens – What Municipal Officials Need to Know About Officer-Involved Shootings and Critical Incident Management	1.25		1.25	1.25				
	MMA Convention	10/6/22	Understanding Cybersecurity Threats that Municipalities Face – and What Steps to Take to Mitigate Risks	1.25	1.25				1.25		
	MMA Convention	10/6/22	“Shut the Front Door” and Other Reactions to the 2022-2023 Heating Season: Strategies to Reduce Energy	1.25	1.25						

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			Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics		
		Consumption and Save Money									
MMA Convention	10/5/22	What and How? Anticipating the Future of Local Government	1.25								
MMA Convention	10/5/22	Focus on Public Safety Employee Health for Retention and Support	1.25		1.25						
MMA Convention	10/5/22	Post-Pandemic Alternative Work Schedules	1.25		1.25						
MMA Convention	10/5/22	Comprehensive Plans: It's Not Just for Zoning	1.25	1.25							
MMA Convention	10/5/22	Maine's Economic Future: Progress, Opportunities and Challenges	1.25	1.25							
MMA Convention	10/5/22	MMA Annual Business Meeting	1.0								
MMA Convention	10/5/22	Create Resident-Informed Support for EMS Services Through Informed Community Self-Determination Grants	1.25	1.25							
MMA Convention	10/5/22	Drafting Town Meeting Warrants, Articles and Ballot Questions						1.25			
MMA Convention	10/5/22	What You Should Know About Recruiting, Retaining, and Supporting Younger Municipal Workers	1.25		1.25						
MMA Convention	10/5/22	What We Forgot to Tell You About DEI!	1.25		1.25	1.25					
MMA Convention	10/5/22	Resurgent Community: One Maine Community's Journey	1.25	1.25							
MMA Convention	10/5/22	Affordable Housing	1.25	1.25			1.25				

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			Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics		
		Development: How Municipalities Play a Role in Overcoming the Current Housing Crisis									
MMA Convention	10/5/22	Let’s Chat About Local Roads & Bridges		1.25							
MMA Convention	10/5/22	Fire Chief: More Than a Title			1.25						
76 <sup>th</sup> New England Management Institute	8/12/22	Conducting Effective Performance Evaluations	1.25		1.25						
76 <sup>th</sup> New England Management Institute	8/12/22	Union Negotiations in an Employee-Friendly Labor Market		1.25	1.25			1.25			
76 <sup>th</sup> New England Management Institute	8/12/22	Labor Compliance in the Public Sector	1.25		1.25						
76 <sup>th</sup> New England Management Institute	8/12/22	Supervisory Management Skills	1.25		1.25			1.25			
76 <sup>th</sup> New England Management Institute	8/11/22	Developing Solutions on Hotly Contested Issues	1.5				1.5				
76 <sup>th</sup> New England Management Institute	8/11/22	Handling Difficult Elected Officials	1.25				1.25				
76 <sup>th</sup> New England Management Institute	8/11/22	Contracts for Services		1.25				1.25			
76 <sup>th</sup> New England Management Institute	8/11/22	Preparing for the Economic Future		1.25							
76 <sup>th</sup> New England Management Institute	8/10/22	The Art of Human Relations	1.25		1.25						

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				Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal			
	76 <sup>th</sup> New England Management Institute	8/10/22	ICMA Update/DEI Listening Session	.75								
	76 <sup>th</sup> New England Management Institute	8/10/22	The Impacts and Implementation of LD 2003		1.25		1.25					
	76 <sup>th</sup> New England Management Institute	8/10/22	Ethics Politics: Leading by Example	1.25			1.25					
	76 <sup>th</sup> New England Management Institute	8/10/22	Municipal Investments		1.25							
	76 <sup>th</sup> New England Management Institute	8/10/22	Is Your Town Prepared for a Cyberattack?	1.25	1.25							
	Municipal HR & Management Conference	6/16/22	HR is Needed More Than Ever	1.0		1.0						
	Municipal HR & Management Conference	6/16/22	Savings on Workers' Compensation Coverage		1.0	1.0						
	Municipal HR & Management Conference	6/16/22	From Busy to Burnout – and Back	1.0		1.0						
	Municipal HR & Management Conference	6/16/22	HR Compliance 101			1.0			1.0			
	Municipal HR & Management Conference	6/16/22	Conflict Resolution in the Workplace	1.0		1.0						
	Municipal HR & Management Conference	6/16/22	Making Smart Employment Law Decisions			1.25			1.25			

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			Name of Event	Date Offered	Session Name	Leadership	Finance Budget	Human Resources	Ethics		
	6/16/22	Understanding and Responding to Microaggressions			1.25	1.25					
	6/16/22	Performance Management: A Continual Process	1.0		1.0						
	6/16/22	Professional Development Training for Municipal Employees			1.0						
	6/9/22	ALL	2.5		2.0	.5	.75	1.0			
	6/9/22	Ashleigh Walton									
	6/9/22	Matthew Petty	.75								
	6/9/22	Village Partnership Initiative									
	6/9/22	Hands-On Workshop	.75								
	6/9/22	Policy Actions					.5				
	6/9/22	Jeff Siegler	.75								
	5/18/22		2.0	2.0				2.0			
	3/25/22	Legal Perspective on ways Municipalities Can Incentivize Affordable Housing Projects From Land Use and Financing Lens		1.5					1.5		
	3/25/22	An Introduction to Community Solar Development		.75							

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				Leadership	Finance Budget	Human Resources	Ethics	Elected Relations	Legal		
	MTCMA 42 <sup>nd</sup> Interchange	3/25/22	Legislative Update	.5				.5			
	MTCMA 42 <sup>nd</sup> Interchange	3/25/22	Effectively Engaging the Media	1.5							
	MTCMA 42 <sup>nd</sup> Interchange	3/25/22	Overcoming Obstacles of Affordable Housing	1.25	1.25						